

# M S P



## MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION.

CLASSIFICATION:       **PRINCIPAL TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE:       **ASSISTANT CHIEF**

SALARY:               **\$9842 – \$10853**

LOCATION:              **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE:   **OCTOBER 6, 2009**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Construction, the Assistant Chief is responsible for the execution of the assigned construction strategies and management activities of the Construction Program. Responsibilities include, but are not limited to:

- Manages Construction Division activities which includes:
  - Construction Management Systems – develops and maintains enterprise construction support information technology systems; business and field operation support; and progress pay.
  - Construction Support – course development and training; construction manual and publications; labor compliance; and construction regulatory review.
  - Contract Administration – contract change orders; disputes and claims; audits and investigations; arbitration; alternate dispute resolution; and value engineering change proposals.
  - Construction Engineering – technical contract specifications; Quality and Control and Quality Assurance Program; environmental engineering; storm water pollution prevention; traffic management; and equipment rental and labor surcharge rates.
  - Develops and implements the Division's strategic, business and operational plans consistent with the Department's goals, strategic objectives, strategies and performance measures.

- Advises management, local transportation agencies and other governmental entities to ensure that departmental standards for each functional area are consistent and applied within the construction program.
- Provides guidance on the capital outlay support budget.
- Organizes the work and staff of Construction, directs and evaluates the performance of subordinate managers and establishes management control systems and performance targets.
- Represents the Division at meetings, committees, task forces and public forums in relations to construction matters.
- Participates in national transportation organizations to help develop national standards that are acceptable to the State of California and maintains effective working relationships with Caltrans districts and programs, local governments, contractors, other state and federal agencies.
- Recommends to the Division Chief revisions to established practices to meet the goals and objectives of the construction function and initiating new or revised practices.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers. **and**

#### **Either I**

**Experience:** One year of transportation engineering experience as a Supervising level engineer in the California state service; or four years of transportation engineering experience as a Senior level engineer.

#### **Or II**

**Experience:** One year of managerial experience in the California state service equivalent in level to a Supervising Transportation Planner, or four years of supervisory or managerial experience equivalent in level to a Senior Transportation Planner. **and**

**Experience:** Two years of civil engineering work at the Associate engineer level or higher in the California state service.

#### **Or III**

**Experience:** Broad and extensive (more than five years) transportation engineering experience equivalent in responsibility to a Senior or higher level engineer in the California state service.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community and the economy; State and Federal laws regulating the activities of the Department of Transportation; principles and techniques of personnel management and supervision; the Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to:** Administer an engineering program; plan and direct the work of a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

## **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge to meet the goals and objectives of the Department's mission statement and the strategic plan.
- Demonstrated knowledge of the Department's project delivery processes related to the construction programs.
- Demonstrated knowledge of construction engineering and contract administration practices, policies and procedures.
- Demonstrated ability to interpret and apply laws, rules, policies and practices related to construction contract administration and engineering issues.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Demonstrated ability to establish and maintain cooperative working relationships with state, federal and local agencies, industry advocacy groups, and the business community.

## **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. The application should **specify the classification; position title** and the **MSP number 9MSP24** being interviewed for.
- No faxed or e-mail applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final filing date of **OCTOBER 6, 2009**. Interagency mail received after this date will not be accepted. The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
Attn: Liz Ochoa (9MSP24)  
1727 30<sup>th</sup> Street, MS-86  
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE  
ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857 for assistance.

**For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.**